

CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF EDUCATIONAL PROGRAMS AND SERVICES
OFFICE OF CHILD NUTRITION
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP) Sponsors

FROM: Maureen B. Staggenborg, Director
Office of Child Nutrition

DATE: May 12, 2003

SUBJECT: Operational Memorandum # 6C-03
CACFP Application Renewals FY 2003-2004

The Child and Adult Care Food Program (CACFP) renewal materials for day care centers, emergency shelters and after-school "at-risk" programs are enclosed. The deadline for the submission of these materials is **June 1, 2003**.

The application process and materials for the fiscal year beginning October 1, 2003 have been revised to incorporate regulatory changes mandated by the Agricultural Risk Protection and the Grain Standards and Warehouse Improvement Acts of 2000.

Application changes include:

Agreement for Child Nutrition Programs

An *Agreement for Child Nutrition Programs* (ED-099) must now be submitted annually. Action to enter an agreement and to assign agency representatives requires board approval. **For this reason, it is important to have this matter added to the agenda of the next scheduled board meeting or as soon as possible.**

CACFP Application

The CACFP Application has been revised to include expanded certification statements and the collection of additional information.

Appeal Procedures

Appeal procedures in CACFP have been revised and expanded to include institutions, responsible principals and responsible individuals. A copy of the new appeal procedures, *Procedures for Appealing Actions Subject to Administrative Review*, is enclosed with the application materials.

CACFP Management Plan

New CACFP Management Plans, based on revised guidance, are required for 2003-2004. The revised guidance is attached with the new requirements highlighted in the areas of monitoring, procurement and needs assessment.

Approved CACFP Site Listing

An approved CACFP site listing for day care centers, emergency shelters and after-school "at-risk" programs is attached. Review, update or verify the information and resubmit the list.

Budget

Complete and submit the Budget Worksheet (enclosed) for fiscal year 2003-2004. The budget worksheet items and totals must correspond with item 12 on the CACFP Application.

Annual Press Release

CACFP institutions are required to annually issue a press release that includes their nondiscrimination policy and intention to operate the Child and Adult Care Food Program. A sample press release is enclosed for use in developing a press release specific to individual

institutions. All of the information on the sample, including the new income guidelines must be included on the press release developed for your agency. Submit a copy of the release for the 2003-2004 program year including the name of the media and date of the release.

If there are any questions about center application renewals, contact Susan Boyle at (860) 807-2074, Susan Bransfield at (860) 807-2076 or Benedict Onye at (860) 807-2080.

MBS:ms

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Enclosures